

Increasing Personal Effectiveness

Description:

Increasing Personal Effectiveness (IPE™) is a powerful 2-day course designed to increase your awareness and develop skills that help you become a more successful and confident person. You will acquire self-management skills as well as learn more effective ways to manage your interactions with others. You will learn how to make choices every day to get the results you want.

IPE™ will show you how to:

- Increase your self-confidence
- Assess personal strengths and weaknesses
- Improve communication with co-workers and managers
- Improve listening skills and handle criticism without defensiveness
- Confront problems and differences positively and assertively
- Use time more effectively by identifying and eliminating time wasters
- Clarify issues and set specific goals for job and personal success

Designed For: All state employees who want to develop their communication and interpersonal skills.

Facilitator: **Suzanne Woodruff Regan** has been with the state for over 14 years. Her comprehensive knowledge, along with her approachable manner, puts learners at ease immediately. Her professionalism and attention to detail, combined with her entertaining and interactive style, makes training effective and memorable. Her greatest strengths as an instructor are her warmth, sincerity, and friendliness.

Cost: \$295

Time(s): 8:30 – 4:30

Schedule: **Denver**
December 15 – 16, 2003 Class Code IP121503

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